

**Department of Workforce Development
Fiscal Monitoring Guide
Fiscal Reporting**

Audit Procedure	Date and Initials	Workpaper Ref.
1. Determine if the agency is reporting on an accrual, cash, or modified cash basis and note the method used.		
2. Review the worksheet or supporting documentation used to create the CORE expenditure report and verify that expenditures are recorded to the correct CORE lines. For example, TANF administration is on the admin line, emergency assistance is on the EA CORE line, etc.		
3. Reconcile the top five dollar amounts reported on CORE lines to the general ledger in a selected month.		
4. If the agency has submitted amended reports for the current contract period, determine if the changes are justified and properly documented.		
5. Review records for adjusting entries throughout the current year and determine if the entries are justified and documented.		
6. Determine if estimates reported on CORE informational line codes 2610 and 2620 are reasonable. See code definitions and contract section 26.8.6.2.		